

CHATEAUX DE BARDMOOR CONDOMINIUM OWNERS ASSOCIATION, INC.

RECREATION FACILITY RULES AND REGULATIONS

Updated October 2023

To ensure the safety and benefit of association members and their guests, the COA Board of Directors deems it essential to have reasonable rules governing the use of the recreation facility and the adjacent common elements. Therefore, all COA rules and regulations must be followed. We want all residents to enjoy the use of the facility and ask that you treat it as you would your own property.

A. General Rules applicable to all recreational facility users

1. Permitted uses of the recreational facilities will be determined by the COA Board of Directors and may change from time to time.
2. The recreation facility rooms will be primarily used for COA functions.
3. Facility users shall avoid any action that may damage the premises, compromise its security or appearance, or endanger the safety or health of the members or users.
4. No pets are permitted inside any area of the recreation facility.
5. Use of the recreation facility for any function organized by the COA or the Bardmoor Social Club shall be free of charge as long as all recreation facility rules are followed.
6. Members shall be entitled to use the main room free of any rental charge once per calendar year.
7. All non-member events may require a security deposit in advance to ensure proper cleaning and maintenance of the COA premises.
8. The Board of Directors may require liability or other appropriate insurance in connection with any function, whether or not a rental fee is charged.
9. As may be required by the COA Board, all non-member events shall require the renter to obtain a one million dollar (\$1,000,000) Special Event insurance policy with the COA named as an additional insured.
10. As may be required by the COA Board for any event where alcohol is served, renters or users are required to hire, at their expense, a licensed private security guard who is to remain on the COA premises during the entire event. **The COA reserves all rights to enforce this rule.**
11. At the discretion of the COA Board of Directors, maintenance, cleaning, or repair fees may be assessed against any facility user that abuses or fails to comply with recreation facility rules.
12. Rental of other parts of the recreation building does not include use of the pool area.
13. Rental or use of any one area of the recreation facility does not prohibit the simultaneous rental of another recreation facilities areas; nor does it prohibit simultaneous member use of the unrented recreation facility areas.
14. The COA Board of Directors may, when it is deemed advisable, consider long-term leases of approved areas.
15. Shoes and shirts are required in the recreation building at all times.
16. Wet bathing suits are not permitted, except in the pool area.
17. Bardmoor COA is a 55+ community and has no appropriate facilities for youth activities. Thus, youth programs or functions will not be permitted.
18. Any child under 16 years of age must be accompanied by a unit owner while on the recreation facility premises.
19. Loud noise or the playing of loud music at any event within the recreation facility is not permitted. Music and/or sound levels must be consistent with the neighborhood and with prevailing ordinances at all times and shall thereby not constitute a nuisance. For the purpose

of this rule, the volume level is considered excessive if any neighbor complains to the facility user.

20. Smoking is NOT permitted in the recreation facility building or in the pool area at any time.
21. Maximum occupancy of any room, as established by fire authorities, shall not be exceeded.
22. For safety reasons, all exterior doors to the Main Hall must be unlocked while the room is in use.

B. Hours of operation for recreation facilities

1. The recreation building will be available to members daily from 8:00 am to 10:00 pm.
2. Recreation facility events shall cease not later than 9:30 pm to permit sufficient cleanup time and to allow the building to be secured by 10:00 pm.
3. The pool will be open daily from 8:00 am to dusk.
4. The library, shuffleboard, and billiards room will be available to members during normal building hours.

C. Persons eligible to use the recreation facility.

1. Members are defined as owners and renters residing in Associations 1, 2, 3, 6,7,8, 9 and 10.
2. Guests are defined as visitors of owners and renters residing in Associations 1, 2, 3, 6, 7, 8, 9 and 10.
3. Associate members are defined as non-owners who pay dues to the Bardmoor Social Club and who are entitled to participate in all social club functions.
4. Non-members are defined as those who may rent or lease a portion of the recreation facility subject to approval by the COA Board of Directors.

D. Room Reservation & Event Rules

1. Use of the recreation facility, based upon space availability, will be on a first-come, first-served basis.
2. Reservations to use recreation facilities may be made by contacting the schedule manager (named in this handbook) during normal business hours.
3. The person who books an event will be responsible for any property loss and/or damage to the facility.
4. The COA associations, except numbers 4 and 5, may use the recreation facilities for annual, Board, and other special meetings without charge. Other organizations may rent the facility as explained herein.
5. Bingo, poker, and other games will be permitted, subject to the sponsoring group meeting all legal private "games-of-chance" requirements.

E. Outdoor Area Rules

1. Shuffleboard Court
 - a. Users shall avoid walking on the painted shuffleboard surface.
 - b. Shuffleboard equipment is stored in the billiard room.
 - c. When members are finished using the shuffleboard equipment, it shall be returned to the billiard room.
2. Swimming Pool Regulations
 - a. Only members and their invited guests may use the pool area.
 - b. Access to the pool area may require appropriate identification.
 - c. Alcoholic beverages are not permitted in the pool area.
 - d. No running, jumping, diving, littering, or cooking is allowed in the pool area.
 - e. No smoking is permitted in the enclosed pool area.
 - f. No pets are allowed in the pool area as per Board of Health regulations.

- g. Non-toilet-trained children, "waterproof" diapers notwithstanding, may NOT use the pool under any circumstance.
- h. All Children under 16 years of age must be accompanied by a unit owner at all times.
- i. No glass containers are permitted in the pool area at any time.
- j. No furniture should be removed from the pool area. Please do not allow children to play on the furniture.
- k. Between 8:00 am and dusk, the east parking pad adjacent to the pool area is designated for those using the pool and library.
- l. The maximum pool capacity is 20 persons.

F. Key Access Control

- 1. To ensure building security and key control, the COA will maintain an inventory list of all keys issued.
- 2. A key deposit will be required for each COA key issued.
- 3. Key deposits will be refunded when the key is returned.
- 4. Master keys are issued only to those specifically approved by the COA Board of Directors.
- 5. COA Directors may be issued COA keys free of any deposit.
- 6. COA Directors will return all COA keys at the end of their term as Director.
- 7. The COA Board of Directors may approve issuing a key to persons who require their use on a regular basis.
- 8. COA keys are available from the key custodian.
- 9. Members must sign for the key and agree that the key will not be loaned or duplicated.
- 10. An Associate Member shall never be issued or loaned a COA key for any reason.
- 11. Keys are available to the following users who must pay the deposit and sign for the key:
 - a. Single occasion users.
 - i. An outside rental group or a member may obtain a key for a specific function.
 - ii. The key will be issued only for that specific event and only for the room they have leased or rented.
 - iii. To ensure timely key return to the key custodian, main hall renters may be charged a refundable \$25 key deposit.
 - iv. The key is to be returned no later than the following day.
 - b. Long term tenants
 - i. Key availability will be determined by the COA Board of Directors
 - c. Building keys
 - i. Renters may obtain a key to the building on the day prior to their scheduled event from the schedule manager.
 - d. Pool keys
 - i. Members may obtain pool area keys by paying a refundable \$10 key deposit.
 - ii. Pool keys shall be limited to one key per unit.
 - iii. The pool key will open the pool gates, the library, and the billiard room.

G. Bardmoor Social Club

- 1. The Social Club is a committee of the COA Board of Directors
- 2. All Social Club activities and rules require prior COA Board of Directors approval.
- 3. Membership in the Social Club is open to all unit owners and tenants and is voluntary.

H. Room rental, cleaning, and impact fees

- 1. The COA may require a full deposit in advance to protect a rental reservation.
- 2. A rental cancellation must be made at least 7 days in advance of the use date, or the deposit may be forfeited.

3. Business or office-related use of the rooms shall be at the fully established rental fees, even if a member is associated with the business.
4. It is the responsibility of the person booking the room or signing the Rental Agreement to assure proper room cleanup.
5. Regardless of the event, the sponsoring group (member or non-member) must clean up immediately after completing their event.
6. Room cleanup is to be completed prior to 10:00 pm on the day it is used.
7. When necessary, the COA Board may assess users a special cleaning fee. Such assessment will be applied equally among all user groups.
8. Room cleaning fees may be charged at any time by the COA Board of Directors.

I. Rental Fee Schedule

1. Non-resident rental fees are \$150 for the main room and \$55 for the Social Room. If food is served, add \$55 to the rental fee.
2. Residents may use the Clubhouse main room at no charge once per year. If food is served, there is a charge of \$55. The user must return the room set-up to "as found." If additional rentals are requested, the charge would be \$150 plus \$55 if food is involved.
3. Local Condo Associations may use the main room for \$55 rental fee.
4. The County Election Board rental fee is \$300/day.
5. There will be no fee for funeral functions for deceased residents' families.
6. You may call the Recreation Hall Manager as listed on the front cover of this handbook or, alternatively, contact your Association Director for the fee schedule.

CHATEAUX DE BARDMOOR CONDOMINIUM OWNERS ASSOCIATION, INC.
RECREATION HALL
8345 BARDMOOR BLVD.
SEMINOLE, FL 33777

RECREATION HALL AGREEMENT

This is a residential community and certain guidelines are necessary for the use of the Recreational Hall at a reasonable cost. We want you to enjoy your use and time in the facility and we ask that you treat it as you would your own property. The primary contact for hall rental is listed in your community Dial Directory front pages. Alternatively, contact your Association Director for assistance.

1. Only the hall or rented room and its inside facilities are to be used.
2. Garbage bags are to be placed in provided containers. Other garbage should be in strong, double bags which are securely closed. The garbage containers will have a bag in it for your use. Additional bags, if needed, are available in the kitchen area. When done, bags should be tied up, removed from the containers, and left in the clubhouse for proper disposal. Replacement bags should be placed back in the containers.
3. The key to the room may be obtained the day before the party, if required, as long as no other function is scheduled.
4. The counters and appliances including refrigerator (if used) should be wiped clean.
5. Please make sure that the restrooms are left clean and orderly.
6. NO SCOTCH TAPE IS TO BE USED ON ANY OF THE PAINTED WALLS OR THE CEILING. The windows and the stone walls can be decorated. Decorations must be removed when your function is over.
7. Please check to see that all lights are turned off, the temperature is set to 80 degrees, and ALL DOORS ARE LOCKED SECURELY. You may exit the adjacent meeting room and lock the door behind you.
8. THE CLOSING TIME FOR THE MAIN HALL AND MEETING ROOMS IS 10:00 PM. Please keep noise to a minimum.
9. Rental Fee Schedule
 - a. Non-resident rental fees are \$150.00 for the main room and \$55.00 for the Social Room. If food is **served**, add \$55.00 to the rental **fee**.
 - b. Residents may use the Clubhouse main room at no charge once/year. If food is served, there is a charge of \$55. The user must return the room set-up to "as found".
 - c. Local Condo Associations meeting may use the main room for \$55.00 rental fee.
 - d. The County Election Board rental fee is \$300.00/days.
 - e. There will be no fee for Funeral functions for deceased resident's families.
10. The renter is responsible for the room at all times when the hall is under rental by them.
11. The Renter is responsible for any damage during the time of rental. Thank you for your cooperation.

Date: _____

Signature of responsible individual _____

Phone number where you can be reached during your event. _____